

**FISH AND WILDLIFE SERVICE
STATE GRANTS**

State Grants

Part 520 Federal Aid Management Systems

Chapter 2 Information Management Systems

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2.1 What is the purpose of this chapter? This chapter provides policy and procedures for identifying and resolving discrepancies in financial information between the Federal Aid Information Management System and the Federal Financial System.

2.2 To whom does this chapter apply? This chapter applies to employees of the U.S. Fish and Wildlife Service (Service) and the National Business Center (NBC).

2.3 What is Service policy on reconciliation for Federal Aid grants? Each Regional Division of Federal Aid will reconcile FAIMS, FFS, and PMS monthly.

2.4 What are the authorities for this chapter?

A. 43 CFR 12, Administrative and Audit Requirements and Cost Principles for Assistance Programs.

B. 50 CFR 80, Administrative Requirements, Federal Aid in Fish and Wildlife Restoration Acts.

2.5 What unique terms and acronyms are used in this chapter and its exhibits?

A. FAIMS (Federal Assistance Information Management System). The grant tracking and financial and accomplishment reporting system used by the Division of Federal Aid.

B. FFS (Federal Financial System). Department of the Interior's financial information system.

C. HHS (Department of Health and Human Services). Makes payments to grantees and reports these payments to the Service.

D. PMS (Payment Management System). HHS's system for processing payments to grantees.

E. FC (FWS Finance Center) The Service's office responsible for tracking financial transactions facilitating interfaces between FFS and other systems and producing management reports for the Service.

F. NBC (National Business Center). We contract with NBC for transaction processing and FFS maintenance services.

2.6 Who is responsible for managing this program?

A. The Assistant Director - Migratory Birds and State Programs is responsible for implementing these procedures in the Washington Office Division of Federal Aid.

B. Regional Directors are responsible for implementing these procedures within their Region.

2.7 How should I enter data in FAIMS? Use the process outlined in Exhibit 1 (Procedures for Processing Federal Aid Grant Transactions and Adjustments Through the FAIMS/FFS Interface). This is the desired, best practice method for the Regional fiscal specialists to use when entering data, processing fiscal data, or otherwise interacting with FAIMS. While this process is not directly related to the reconciliation process, it will minimize reconciliation issues.

2.8 How do I reconcile financial reports on Federal Aid grants to ensure data integrity between FAIMS and FFS?

A. Exhibit 2 is a summary of the necessary actions to accomplish the monthly FAIMS/FFS reconciliation process.

B. Exhibit 3 lists the reports and data elements that you must review during reconciliation.

C. Exhibit 4 shows the format for the reconciliation report.

D. Exhibit 5 lists the documentation required for some common types of corrections.